



# The Town of Elsmere

11 Poplar Avenue, Elsmere, Delaware 19805

Phone (302) 998-2215 Fax (302) 998-9920

## Application for Hearing

### Board of Adjustment

### Planning Commission

Petition # \_\_\_\_\_ Filing Fee: \_\_\_\_\_ Date Received \_\_\_\_\_ Received by: \_\_\_\_\_

Subject Property: \_\_\_\_\_

Property is: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_

Tax Parcel # \_\_\_\_\_ Zoning District: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Application for Planning Commission Review of: \_\_\_\_\_

Application for Zoning Variance Related to: \_\_\_\_\_

Front yard setback

Lot Coverage

Rear yard setback

Fencing

Side yard setback

Parking requirements

Lot Area

Signage

Application for Special Exception Use Permit for the following use: \_\_\_\_\_

Application for Appeal of an Administrative decision: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

For the following reasons: \_\_\_\_\_

Application for relief other than above: \_\_\_\_\_

**A Council – Manager Municipality**  
**Located on the Net at [townofelsmere.com](http://townofelsmere.com)**

Mayor

Deborah A. Norkavage

1<sup>st</sup> District Councilman

John Jaremchuk Jr.

2<sup>nd</sup> District Councilman

Steven Burg

3<sup>rd</sup> District Councilman

President Pro-Tempor

Thomas S. Novak Jr.

4<sup>th</sup> District Councilman

Charles McKewen

5<sup>th</sup> District Councilwoman

Secretary of Council

Joann I. Personti

6<sup>th</sup> District Councilman

John Pasquale Jr.

Town Treasurer

Paul Chalfant

City Solicitor

Edward McNally

State reasons for this request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has a previous application for this property been filed with the Town?      Yes              No

If yes, Petition # \_\_\_\_\_

If the applicant is not the Legal Owner of the property:

Legal owner information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please submit the following with this petition:

- A copy of a plot plan showing the following: location of the property; a diagram showing the layout, size, and location of existing structures on the property; a diagram showing the layout, size, and location of any proposed structures on the property.
- A copy of any deed restrictions on the property.  
NOTE: THE BOARD OF ADJUSTMENT OR PLANNING COMMISSION CANNOT APPROVE ANY APPLICATION PROHIBITED BY DEED RESTRICTIONS.
- Filing fee, payable to the Town of Elsmere.

The undersigned hereby certifies that the legal owner of the subject property is aware of, and agrees to the filing of this application, that the information submitted herein is correct, and agrees to be bound by any decision of the Town of Elsmere Board of Adjustment with respect to the subject property.

**NOTE: The legal owner or his/her authorized representative must sign this form.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In addition to the persons listed above please send copies of all correspondence to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_